

THE CITY OF KNOXVILLE

# CIVIL SERVICE JOB ANNOUNCEMENT

Civil Service Department, Suite 569, City County Bldg, 400 Main Street, Knoxville, TN 37902 (865) 215-2106. Web: [www.knoxvilletn.gov](http://www.knoxvilletn.gov)

9039

## Firearms Examiner

Reposted: 1/4/2016

(Entry-Level and Promotional)

Grant Funded, Non-Civil Service Position

Drug testing may be required

ENTRY-LEVEL SALARY: \$ 33,119 annually

PAY GRADE RANGE: \$ 33,119 - \$ 41,016 annually (Pay Grade 6)

*The City of Knoxville requires as a condition of employment that all newly employed individuals, former employees that have been re-hired, or employees promoted to a new classification will receive their paychecks by way of automatic direct deposit.*

Starting and promotional salaries will be determined based upon applicant qualifications and in accordance with Civil Service Merit Board Rules and Regulations.

The City of Knoxville only accepts online applications. To apply, go to [www.knoxvilletn.gov](http://www.knoxvilletn.gov). **You must complete ALL APPLICABLE SECTIONS of the application. DO NOT LEAVE SECTIONS BLANK SIMPLY BECAUSE THAT INFORMATION APPEARS ON YOUR RESUME. Doing so could result in your application being deemed incomplete.** If you need assistance submitting an application, you may visit the Civil Service office at the address listed above.

The following documents MUST be submitted online by the **EXTENDED DEADLINE** of 4:30 p.m. on: **Monday, January 25, 2016.**

- Completed City of Knoxville Online Application
- Detailed Resume (upload and attach to your online application)
- College Transcripts (upload and attach to your online application)
- Required Certifications (upload and attach to your online application)
- If you have questions regarding your application or need help applying, please email [mbradburn@knoxvilletn.gov](mailto:mbradburn@knoxvilletn.gov) before the posting deadline.

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**JOB DESCRIPTION: Please See Attached Position Description**

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### MINIMUM REQUIREMENTS

Unless stated otherwise, applicants must possess and/or meet the following minimum requirements prior to the application deadline.

- Requires a bachelor's degree from a CHEA accredited four-year college or university in forensic science, chemistry, criminalistics, physics, or related field from an accredited college or university.
- Two (2) years of full time paid work experience performing work equivalent to a firearms examiner.
- Possession of an Association of Firearms and Tool Mark Examiner certificate from the Academy of Forensic Science is preferred.
- Completion of a two-year training program in firearms and toolmark casework.
- Experience with NIBIN preferred.

*Note: Background checks will be conducted.*

**AN EQUAL OPPORTUNITY EMPLOYER/DRUG FREE WORKPLACE**

The City of Knoxville does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, veteran status, disability, gender identity, genetic information, or sexual orientation in employment opportunities.

**POSITION DESCRIPTION**  
**City of Knoxville**

<b>Class Title:</b> Firearms Examiner	<b>Working Title:</b> same	<b>PCN:</b>
	<b>Incumbent:</b> vacant	<b>Created:</b> 10/1/2015

**GENERAL DESCRIPTION**

Under general supervision, Examines and identifies firearms, cartridges, bullets, and similar evidence as it relates to criminal investigation; testifies in court concerning the results of examinations; provides expert testimony on general firearms capability and examination methodology. Provides firearms training and knowledge to police officers. Performs related work as required.

**ESSENTIAL FUNCTIONS**

Performs examinations and comparative analysis of ammunition, spent bullets and casings to determine and record their physical parameters using measuring projectors, micrometers and other equipment.

Performs firearms function and safety examination.

Examines firearms, bullets, shells, casings, and other weapons to help with criminal investigations.

Performs data entry functions for the Integrated Ballistics Information System while following all established policies and procedures for the federal database.

Performs chemical restoration of obliterated serial numbers and other markings on weapons.

Assists in training subordinate laboratory personnel and volunteers.

Maintains laboratory inventory records and recommends purchase of new laboratory equipment and supplies.

Testifies in court regarding laboratory analyses and significance of laboratory results.

Performs photography of firearms evidence using digital and conventional photographic equipment.

Assists in training police officers on the collection and examination of firearms.

Performs crime scene investigations involving the documentation, collection, and preservation of criminal evidence.

Prepares reports on all examinations of evidence, which includes descriptions of weapons or ammunition and results of test firings or comparison firings of weapons.

Participates in continuous training program in areas related to firearms identification and examination; does extensive reading in professional journals and magazines.

**MARGINAL FUNCTIONS**

A Firearm and Toolmark Examiner must maintain a knowledge of the current developments and practices in: general criminalistics; their appropriate specialty areas; those areas of science that have a direct bearing on relevant physical evidence concerns; and legal decisions that affect the collection, preservation, and presentation of evidence. Activities associated with this job duty area include: reading professional journals and publications; attending professional conferences; obtaining relevant training; and conversing with other professionals in the field. Examiners should also maintain proficiency through participation (either formally or informally) in quality control or quality assurance programs. Examiners may also conduct ad hoc research as casework needs dictate, as well as engage in general research directed to the development of new scientific knowledge.

**KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of the principles and practices of microscopy and mathematics as they apply to the area of forensic expertise.

Knowledge of criminal court procedures and practices with special reference to rules of evidence.

Knowledge of local, state, and federal criminal laws that apply to forensic evidence.

Knowledge of forensic laboratory policies, procedures, and guidelines.

Skills in the use of laboratory equipment, computers, and computer software to conduct, evaluate and document physical evidence.

Ability to examine and evaluate physical evidence using analytical instruments and forensic science techniques.

Ability to organize, assemble, and write detailed technical reports based on the results of scientific examination of firearms.

Ability to qualify and testify as an expert witness in courts of law in the specific forensic science specialty.

Ability to present technical information and opinions to non-technical audiences in a clear, concise, and understandable manner.

## **PHYSICAL REQUIREMENTS**

This position consists of primarily light work, requiring the incumbent to exert up to 20 pounds of force occasionally, and/or 10 pounds (or less) of force frequently, in order to lift/carry, push/pull, or otherwise move objects. The job usually requires walking or standing to a significant degree. A description of the specific physical requirements associated with this position is maintained on file in the Civil Service office for review upon request.

## **MENTAL REQUIREMENTS**

This position uses logic and/or scientific thinking to define problems, collect information, establish facts, draw valid conclusions, devise and implement policies and regulations, and to manage and coordinate multiple programs or projects. A description of the specific mental requirements associated with this position is maintained on file in the Civil Service office for review upon request.

## **MINIMUM REQUIREMENTS**

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